

CARMEN MUNTEANU

Professional Technical Translator & UX Localizer UNI 11591:2015 Certified
Italian <> Romanian, English > Italian/Romanian, Spanish > Italian/Romanian
Qualified Member of the Italian Association of Translators and Interpreters (AITI)

PERSONAL DATA

- Based in Padua, Italy
- Mobile phone: +39 3277350141
- Primary e-mail: projects@carmentranslates.com
- LinkedIn profile <https://www.linkedin.com/in/carmenmunteanutranslator/>
- Proz profile www.proz.com/translator/1551697
- VAT No. IT04674070281

LANGUAGE PAIRS

Bilingual Italian & Romanian

English > Italian, English > Romanian,
Italian <> Romanian
Spanish > Italian, Romanian

COURSES & COMPUTER SKILLS

COURSES

- * Specialization Course on Technical Translation with focus on the ITS (Simplified Italian Technical Language) Guide of Ilaria Gobbi and Com&Tec – STL Formazione (March – April 2018)
- * Localization and UX writing (Langue&Parole, Nov – Dec. 2020)
- * Financial Statements Elements (AITI Marche – June 2020)
- * Patents translation (Langue&Parole – Francesca Manicardi – May 2020 & STL Formazione – Gennaio – Febbraio 2021)
- * Introduction to localization – STL Formazione (March 2019)
- * Technical translation (STL Formazione – Sergio Alasia - March 2018)

COMPUTER SKILLS

Very good knowledge of the Windows – MS Office package (Office, Excel, PowerPoint, Office Manager) and very good Internet user skills.

CATTOOLS

Owner of SDL Studio 2019 & MemoQ licenses, knowledge of WordfastPRO, MateCat, WebCatt, MemSource, SmartCAT

EDUCATION

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| Jan. 2017 | Postgraduate 1-year course on specialized translation ENG > IT, specialization in Legal and Technical translations – Consorzio ICoN – Universities of Bari, Genoa and Pisa (completion date 18 January 2017) |
| Mar. 2010 | Bachelor's Degree from the Faculty of Business & Administration - University of Padua (Italy) |
| Sept. 2001 | Bachelor's Degree in International Economic Relations and EU Integrations – Academy of Economic Studies, Bucharest (Romania) |

WORK EXPERIENCE

AITI Qualified Freelance Translator & Localizer collaborating with major translation companies or direct clients in Italy, USA, Spain, Canada, UK, Argentina and Australia, etc. (details available on request)

September 2009–ongoing

Specialization fields: technical, patents, automotive, medical (clinical trials & medical devices, IVF treatments & procedures)

Translation of technical materials (user manuals of industrial equipment, conformity certificates, PLC software, home appliances, construction projects, MSDS, etc.), patents, medical (clinical trials and medical devices manuals; IVF treatments and procedures), legal documents (international contracts, articles of association, court documents);

Most important recent translation projects:

IT <> RO

IT > RO (Technical) Translation of 160,000 new words during 2020 for the same client, an Italian company specialized in PET containers solutions, bottle manufacturing and filling technologies (on going collaboration)

IT > RO (Technical) User manuals of industrial packaging equipment on a regular basis (an average of 150,000 words per year);

IT > RO (Business) Translation of the website and related e-commerce section of an international company selling garments for plastic surgeries, liposuction, etc. (20,000 words);

IT > RO (Legal + Technical) Technical tender offer documentation (176 pages);

RO > IT (Finance) Translation of the financial statement, balance sheet, profit and loss account, meeting minutes, directors minutes (17,000 words);

RO > IT (Legal) Translation of legal complains and forensic reports (5,400 words)

IT > RO (Agriculture) Translation of fertilizers safety sheets (18,000 words over 2 years)

EN>IT

- EN – IT (Technical/Automotive) Translation of a motorcycles spare parts catalogue (over 60,000 words);

- EN – IT (Automotive) PC scope and custom probes instruction guides, press releases (over 100,000 new words every year, ongoing for the last 6 years);

- EN > IT (Technical) Instruction manual for engineering pumps and cutting systems (20,000 new words);

- EN – IT (Medical/Pharma) Clinical trials, Ethics Committee opinions, AIFA forms translation for a well-known international pharma company (over 50,000 words);

- EN – IT (Medical devices) Translation of medical devices user manuals on regular basis;

- EN > IT (Technical) Oil pumps instruction manual (16,000 new words);

- EN > IT (Legal) Company Articles and Association Documents (10,812 words);

- EN > IT (Energy) Translation and/or proofreading of very technical materials related to a power plant (project of 139,500 new words);

- EN > IT (Business) Code of Ethics and Business Conduct manuals (18,000 words);

- EN > IT (musical instruments) Translation of 25 user manuals related to musical instruments (ongoing);

EN>RO

- EN – RO (Legal) Software Use General Terms and Conditions (4,615 words)

- EN> RO (MSDS) Material safety data sheet project (9,568 new words);

- EN> RO (Technical) User manuals for electric boilers (28,920 words);

- EN > RO (Technical) Fire pump installation manuals (27,000 words);

- EN > RO (Medical devices) Translation and/revision of Medical devices manuals on regular basis

September
25 – 26, 2017

Interpreter of CISL Emilia Romagna Delegation at Lamborghini SpA
during the Romanian National Trade Unions' Delegation Visit

From April 2004 –
May 2015

Marketing Executive of the Touristic Board of Padua

November 2011 & November 2013 - speaker & interpreter of a two hours English Power Point presentation of the Italian Tourism in Mumbai (India) and Paris(France).

September 25 -
30, 2002

Interpreter for the Official Mission of the Romanian Tourism Ministry in Italy for the Tourism Exhibition Viaggiandum Est in Jesolo

IT, RO, EN interpreter of the Romanian Tourism Ministry Delegation during the official meetings with the Representative Delegation of the Veneto Region, the Province of Padua and the Mayor Office in Abano and Montebelluna Terme

August 2002 –
January 2004

Assistant for International Projects of the Representative Office of Friuli Venezia Giulia and Veneto Region in Romania